



Tenant User Liability Insurance Program (TULIP)


How-To Guide

The City of Sedona has enrolled in the Tenant User Liability Insurance Program (TULIP), which is a general liability insurance policy program that allows users of municipal facilities or properties to secure cost-effective liability insurance that provides protection for the user, as well as the City.

The City of Sedona is a registered user of the TULIP program through the Arizona Municipal Risk Retention Pool, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. The City's unique Entity ID-Code is: **0501-038**.

How it works:

1. Log on to www.ebi-ins.com/tulip.
2. Enter the City of Sedona's Entity ID-Code listed above, or use the entity drop down menu.
3. Select the type of event or activity from the drop down window, e.g. wedding or festival.
4. Answer the questions that follow, such as:
 - Have you held this event before?
 - If yes, were there any losses or claims?
 - Will there be armed private security at this event or activity? (off duty police not included)
5. Select the event date(s) on the calendar by clicking on the appropriate date(s).
6. At this point you are able to receive a quick quote by clicking on:

Get your premium now with ***Quick Quote*** 

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically in place.
8. A Certificate of Insurance in your name (or your organization's name) is issued and sent via email, with a Certificate automatically sent via email to the City of Sedona.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST).